

Minutes – September 7, 2017 SRC Policy and Procedure Committee

SRC Policy and Procedure Committee		
Thursday, September 7, 2017	9:30 am – 11:30 am	VABVI, 60 Kimball Avenue, South Burlington, VT 05403
Meeting called by	Sherrie Brunelle, Chair at 9:30 am	
Members Present	Sam Liss	
Members Absent	Michelle Paya and Leslie Walker Mitchell	
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	n/a	
Speakers/Presenters	n/a	
Guests	Amanda Kohle, VR and Karen Blake-Orne, VR	
1. Today's Agenda		
2 minutes	Sherrie Brunelle	
Discussion	No discussion. Sam Liss made motion to accept. Sherrie Brunelle 2 nd .	
Conclusions	Today's agenda accepted.	
Action Items	Person Responsible	Deadline
None	n/a	n/a
2. Approval of Minutes – May 4, 2017 Committee Meeting		
2 minutes	Sherrie Brunelle	
Discussion	No discussion. Sam Liss moved to approve. Sherrie Brunelle 2 nd .	
Conclusions	Minutes approved.	
Action Items	Person Responsible	Deadline
Upload approved minutes to www.VTSRC.org	Rebekah Stephens	9/15/2017
3. Review – New Draft: Hearing Aid Spending Guidelines		
35 minutes	Karen Blake-Orne	
Discussion	Karen handed out draft Chapter 313: Audiology Services and Hearing Aid Purchases, Section I. Guidance to committee members. Sherrie Brunelle mentioned that this new draft excludes all exceptions and she wants to know why. Karen explained that the draft handed out refers only to the guidance section and not the exceptions portion. All else is remaining the same within the chapter. Karen provided some background around how the VR deaf services program has had to be restructured due to the lack of funding and geographic spread of the deaf population in the state of Vermont. 2 VR counselors will be assigned to the VR deaf program for Vermont. Sherrie recommended that VR add some language around who consumers can use to get hearing aids in Vermont. Karen will include language under exceptions. Karen will also add some language in exceptions around cost limitation of \$1000 for VR. Committee members reviewed all the recommended changes to this guidance section. James Smith suggested under #2 changing Rehabilitation Counselor for Deaf (RCD) to VR Counselor. Committee agreed. Sam Liss suggested under #3 adding language “to a secondary” in front of underlying medical condition. Committee agrees. Sam Liss suggested under #5 moving “Exception” to exceptions section. Committee agrees.	
Conclusions	Karen Blake-Orne will make changes to draft chapter. Committee will review final draft at November P&P Committee meeting. Final vote on proposed language will be taken at that time.	
Action Items	Person Responsible	Deadline
Make suggested changes to draft language for next Committee meeting (see Discussion above for language recommendations)	Karen Blake-Orne	11/2/2017
Include review of final draft Chapter 313: Audiology Services and Hearing Aide Purchases on November 2, 2017 agenda		10/20/2017

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4. Review – Draft Chapter 102: Informed Choice		
35 minutes	Karen Blake-Orne	
Discussion	Sherrie Brunelle made several suggestions for language changes to draft chapter.	
Please see Action Items below for list of recommended language changes. Committee stopped review of chapter on page 5 end of first paragraph. Committee needed to move onto next agenda item.		
Conclusions	Karen Blake-Orne will make changes to draft chapter. Committee agrees that Sherrie Brunelle should share her suggestions for the remainder of the chapter directly with Karen Blake-Orne before the November P&P meeting. Committee will continue review of draft at November P&P Committee meeting.	
Action Items	Person Responsible	Deadline
Page 1. Section I. Definitions and Guidelines, A. will read “Informed choice means the consumer is aware of all the information and options available with regard to their rehabilitation. Informed choice is a concept that guides all decision-making...”	Karen Blake-Orne	11/2/2017
Page 1. Section I. Definitions and Guidelines, A. sentence beginning “Consumers must be an equal partner...” the phrase “the way of obtaining VR services” will now read “the way to obtain VR services...”	Karen Blake-Orne	11/2/2017
Page 1. Section I. Definitions and Guidelines – “Informed Choice Guidelines” will become “B.”	Karen Blake-Orne	11/2/2017
General notes – All new language in a draft should be underlined, use bullets instead of numbers within the chapter, change all “DVR” to “VR”, change “individuals” to “consumers” and add some language around car repairs in this chapter	Karen Blake-Orne	11/2/2017
Page 2. Section II. General Policy, B. first sentence should read “Consumer will be informed of policies, procedures and guidance materials.” Remainder of sentence to be deleted.	Karen Blake-Orne	11/2/2017
Page 2. Section II. General Policy, C. first sentence should read “In developing both an employment goal and developing a person’s Individualized Plan for Employment (IPE), VR shall provide or help the persons to acquire information necessary to make an informed choice about specific services that are needed to achieve the person’s vocational goal.”	Karen Blake-Orne	11/2/2017
Page 2. Section II. General Policy, C. 2 nd sentence should read “This information shall include, but not be limited to cost...”	Karen Blake-Orne	11/2/2017
Page 2. Section II. General Policy, D. 1. should read “To options for services and service providers.”	Karen Blake-Orne	11/2/2017
Page 3. Section III. Implementation of the Practice of Informed Choice – new section title should read “Facilitation of Informed Choice and Decision Making”	Karen Blake-Orne	11/2/2017
Page 3. Section III. Implementation..., James Smith suggested adding an introduction paragraph that would include references to the art of informed choice, motivational interviewing and shared process. He suggests softening the language.	Karen Blake-Orne	11/2/2017
Page 3. & 4. Section III. Implementation..., “Examples of Informed choice throughout the VR process can include: 1 – 6” will be moved to guidance	Karen Blake-Orne	11/2/2017
Page 4. The section directly under #6 will become “B.”	Karen Blake-Orne	11/2/2017

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Page 4. The new section “B.” 1. “There is substantial evidence...” should read “There is <u>documented</u> evidence...”	Karen Blake-Orne	11/2/2017
Page 4. The new section “B.” a #5 will be added “Anything that would be contrary to state and federal law or inappropriate to use state funds.”	Karen Blake-Orne	11/2/2017
Page 5. First sentence “Individuals will bring a wide range of experiences in choice making...” “Wide range” should read “diverse” and sentence should end with choice making. A second sentence should read, “Such as, cultural attitudes...” A couple of additional examples should be added under this sentence.	Karen Blake-Orne	11/2/2017
Include continued review of draft Chapter 102: Informed Choice on November 2, 2017 agenda		10/20/2017
5. Quick Summary – Chapter 202: Eligibility		
1 minute	Sherrie Brunelle	
Discussion	James Smith recommended an additional language change to this chapter (via email) on June 20, 2017. VR recommended changing the definition of “Individual with a most significant disability” to “means a person who: have been determined by DVR to have a physical or mental impairment that constitutes or results in a substantial impediment to employment and that seriously limits function in four or more areas of functional capacity (mobility, communication, work tolerance, work skills, self-care, self-direction, interpersonal skills, dexterity/coordination), requiring multiple services over a period of six months or more.” Final vote on approval of recommended language for this chapter was taken via email on June 20, 2017. 100% of Committee voting members approved the additional language change.	
Conclusions	Language approved.	
Action Items	Person Responsible	Deadline
None	n/a	n/a
6. Review & Discussion – Draft Pre-ETS Chapter		
45 minutes	Sherrie Brunelle	
Discussion	Sherrie Brunelle made several suggested changes to James Smith’s original draft language. Committee reviewed her draft copy S.B.9.6.17. Only changes recommended to this version will be noted in today’s minutes. Please see Action Items below. The Committee was unable to finish the review of this chapter today. Review ended on Page 4. Sam Liss made a couple of suggestions on Page 14 and 15.	
Conclusions	Committee members agree that Sherrie Brunelle will communicate with James Smith over the next couple of weeks to discuss any additional recommended language changes to this draft copy. Sherrie will send out a final version of the proposed language to Committee members. And then an email vote to approve final language will be taken prior to November 2, 2017 P&P Committee meeting. This is a required WIOA chapter and approval of the language needs to get done before the next P&P meeting.	
Action Items	Person Responsible	Deadline
Page 4. 3 rd bullet from the top should read “An individual with a disability eligible for services under Section of the Rehabilitation Act...”	Sherrie Brunelle	10/15/2017
Page 4. C. add some language in this section around transition service youth to clarify between youth and Pre-ETS services	Sherrie Brunelle	10/15/2017
Page 14. Section VII. Continuation of Pre-ETS Services Under an Order of Selection, A. should read “If a student with a disability... determined eligible <u>for VR services</u> and assigned...”	Sherrie Brunelle	10/15/2017
Page 15. Section VIII. Paid Services for In School Students, A. correct wording “or related services” to read “a related service”	Sherrie Brunelle	10/15/2017

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Page 15. Section VIII. Paid Services for In School Students, A. bullet #4 – suggested language use just word “ <u>Assessment</u> ”	Sherrie Brunelle	10/15/2017
Provide final version of proposed language to Committee members for review	Sherrie Brunelle	10/25/2017
Conduct email vote of approval on Pre-ETS chapter		10/31/2017
7. Discussion – Chapter 310: Supported Employment		
0 minutes	-----	
Discussion	Insufficient time to address today.	
Conclusions	Agenda item carried forward to November 2, 2017 Committee meeting.	
Action Items	Person Responsible	Deadline
Include on November 2, 2017 P&P Committee meeting agenda		10/20/2017
8. Discussion – Possible New Chapter: Consumer Rights		
0 minutes	-----	
Discussion	Insufficient time to address today.	
Conclusions	Agenda item carried forward to November 2, 2017 Committee meeting.	
Action Items	Person Responsible	Deadline
Include on November 2, 2017 P&P Committee meeting agenda		10/20/2017
9. Other Business		
0 minutes	-----	
Discussion	None.	
Conclusions	None.	
Action Items	Person Responsible	Deadline
None	n/a	n/a
10. Adjournment		
0 minutes	Sherrie Brunelle	
Discussion	Sam Liss moved to adjourn. Sherrie Brunelle 2 nd .	
Conclusions	Adjourned at 11:30 a.m.	
Action Items	Person Responsible	Deadline
Submit draft minutes for approval by Committee	Rebekah Stephens	10/6/2017
Draft minutes uploaded to www.VTSRC.org	Rebekah Stephens	10/6/2017
Draft minutes emailed to Committee Members	Rebekah Stephens	10/6/2017
Minutes approved by Committee	Committee Members	11/2/2017
Approved minutes uploaded to www.VTSRC.org		11/10/2017